



February 13, 2023

Memo To External Clients

We are pleased to announce that we will be accepting the submission of paper commercial documents to the e-mail address listed below at the port of St. John's, NL effective today. In person service remains available.

- The subject line of the e-mail must be Type of request- Transaction i.e. B3 - 23451900123459. If there is no transaction number please use the cargo control number i.e BSF673-234519
- The paper request must be transmitted by way of an attached PDF document. Only PDF attachments are permitted.
- The PDF file name must be: TRANSACTION NUMBER.pdf i.e.23451900123459.pdf. Note, the request type is not indicated in the file name, only in the subject.

The new e-mail address for this service is: CBSA.Commercial-914.ASFC@cbsa-asfc.gc.ca

This e-mail address will be monitored Monday - Friday 8:30 am to 4:30 pm NST (excluding statutory holidays).

At this time, we will be accepting the following items via e-mail.:

- A8A (Re-manifest and Releases)
- B3 (V Types, C Types, Warehouse Entries)
- K21
- E29B
- C6

Should you have any questions please feel free to contact me at: robert.carlson@cbsa-asfc.gc.ca

Thank-you,

Robert Carlson, 15300
Superintendent (A)
Canada Border Services Agency
2 Hallett Cres.
St. John's, NL A1B 4C5